

Police Records Clerk (2 PT Positions) - Under general supervision of the Records Manager, processes, enters, stores, retrieves, and backs up public police records. Provides customer service to the public for alarm permits, copies of arrest reports, police reports, accident and incident reports or records, or media briefing reports. Knowledge of rules and regulations related to public police record maintenance and storage. Knowledge of customer service methods and techniques. Knowledge of computers and related equipment, hardware and software to maintain multiple databases and spreadsheets. Knowledge of City policies and procedures. Skill in effective oral and written communications. Skill in collecting, providing change and receipting monies for record fees, bonds, alarm and solicitor permits and pawn tickets. Skill in entering, retrieving, copying, tracking and storing police records, files and reports. Skill in resolving customer complaints and concerns. High School Diploma or G.E.D., **and** one (1) year customer service experience; **or** equivalent combination of education and experience. May be required to obtain National Crime Information Center and Texas Crime Information Center Certifications. May be required to be fluent (oral and written) in both English and Spanish. 25 hours per week, primarily afternoon/evening hours, some Saturday shifts possible. Must pass a pre-employment drug screening, background check, MVR check and/or post-offer physical exam. Must possess State of Texas Drivers License. **Salary \$12.79/hour Position subject to close without notice. EOE**